



COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION

**DEPARTMENT OF
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MEMORANDUM

TO: All Parties to Cambridge Electric Light Company, D.T.E. 01-94
FROM: Jesse S. Reyes, Hearing Officer
RE: Procedural Notice (Procedural Schedule and Ground Rules)
DATE: January 11, 2002

I. PROCEDURAL SCHEDULE

The following is the schedule for the above captioned proceeding:

Discovery commences on a rolling basis	January 10, 2002
Deadline for filing discovery requests	February 7, 2002
Evidentiary hearing	February 28, 2002
Initial Briefs due	March 19, 2002
Reply Briefs due	April 2, 2002

II. GROUND RULES

The parties shall follow the ground rules outlined below for the remainder of this proceeding. This proceeding shall be conducted in accordance with the provisions of G.L. c. 30A and 220 C.M.R. §§ 1.00 et seq., the Procedural Rules of the Department. In addition, the following ground rules shall apply to the conduct of the proceeding in this matter:

1. Information Requests

Information requests are prehearing discovery in the nature of interrogatories and requests for production of documents (Mass. R. Civ. P. 33, 34). Responses to information requests will not be part of the record unless marked and admitted into evidence. Parties shall provide responses to information requests within ten (10) business days of receipt of the request, unless otherwise indicated.

For the purposes of discovery, a document shall be deemed to include writings, drawings, graphs, charts, photographs, phono-records, and other data compilations from which data can be obtained, or translated, if necessary, by the respondent through detection devices into reasonably usable form.

2. Record Requests

Responses to record requests are written substitutes to oral answers where fault of memory or complexity of subject precludes a responsive answer by the witness at the hearing. As such, they are part of the record and the evidence, unless challenged as unresponsive and expunged in whole or part. Record requests shall not be used as a substitute for discovery or as a substitute for re-direct examination.

The ordinary time for response will be the tenth Department working day following the day on which the request is made. Objections to record requests shall be made at the time the request is made, and in no event later than the end of the next Department working day.

3. Protected Material

Where information or material is sought that is considered proprietary or protected by one party, the parties should discuss the use of a non-disclosure agreement before coming to the Department for protection or compelled submission.

The Department will make a reasonable effort to extend protection where appropriate within the requirements of the law and in consideration of the policy interests regarding public access. A party requesting proprietary treatment must submit its request in writing with a detailed statement of reasons. The party seeking such treatment has the burden to demonstrate that the materials should be afforded the treatment requested in light of the presumption that such information is a public record.

4. Motions

Consistent with 220 C.M.R. § 1.04(5), any motion, unless made during a hearing, shall be made in writing. This requirement includes any requests for extensions of time deadlines or

continuances of hearing dates. Any party may file a written answer/opposition to such motion within five days of such filing, unless otherwise indicated. Papers not served with the motion or answer/opposition may be filed only with leave of the Hearing Officer.

The parties must first attempt resolution of any discovery dispute before coming to the Department for assistance. Prior to filing any motions for discovery orders, counsel for each of the parties shall confer in a good faith effort to narrow the areas of disagreement to the fullest possible extent. Counsel for the party who intends to file the motion shall be responsible for initiating the conference. All such motions shall contain a certificate stating that the conference was held, together with the date and time of the conference and the names of all participating parties. Motions unaccompanied by such certificate will be denied without prejudice to renewal when accompanied by the required certificate.

All requests for proprietary treatment or motions arising out of a party's response to or asserted failure to comply with an information or record request, shall be accompanied by a brief. With respect to each request for proprietary treatment or other information/record request at issue, the brief shall set forth separately and in the following order: (1) the text of the request, (2) the opponent's response, and (3) a specific legal and factual argument.

For all motions and other interlocutory matters, copies of any cited cases, decisions or other supporting authorities shall be provided to the Hearing Officer in a separate appendix to the motion.

5. Exchange of Materials

The parties shall make arrangements for the expeditious exchange of materials, particularly discovery material, through the use of hand delivery, facsimile transmission ("fax"), or other speedy means of delivery. Unless otherwise not feasible, the use of mail delivery should be avoided in the exchange of discovery material. Where material is delivered by means of fax or other electronic means, a follow-up copy of the material must be otherwise delivered (use of mail delivery may be appropriate).

6. Document Filings

A. Format

All discovery and record request documents filed with the Department and all documents offered as exhibits shall be accurately punched to fit a standard three-hole binder. All documents shall be accompanied by a cover letter describing the filing and noting the distribution of copies.

Responses to information and record requests shall contain the following information:

- (a) set and question number,
- (b) recitation of request,
- (c) identity of person who will support the response,
- (d) the date of the response and
- (e) whether the response revises or supplements an earlier response.

B. Number of Copies

The Department requires documents to be filed in the following manner:

- One (1) original addressed to Mary Cottrell,
- Two (2) copies addressed to the Hearing Officer, and
- One (1) copy addressed to each staff member listed on the latest distribution list.

For all Bulk Responses (100 pages or more), file one (1) original with Mary Cottrell and submit one (1) copy to the Hearing Officer.

When feasible, copies of all nonproprietary documents that are filed with the Department must also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dte.efiling@state.ma.us; or (2) on a 3.5" disk, IBM-compatible format. The text of the e-mail or the disk label must specify: (1) an easily identifiable case caption, (2) docket number, (3) name of the party submitting the filing, and (4) title of the document. The electronic filing should also include the name, title, and phone number of a person to contact in the event of questions about the filing. Electronic copies should be written in either Word Perfect (naming the document with a ".wpd" suffix), Microsoft Word (naming the document with a ".doc" suffix), or Adobe Acrobat (naming the document with a ".pdf" suffix). Data or spreadsheet responses should be compatible with Microsoft Excel. Documents submitted in electronic format will be posted on the Department's website, <http://www.mass.gov/dpu>. Electronic copies must also be provided to all persons on the distribution list.

7. Exhibits

A. Format

Documents submitted as exhibits shall be premarked by the parties using the following format, in the upper right-hand corner of each exhibit:

D.T.E. _____
Exhibit _____
Date _____
H.O. Reyes

Any exhibit offered in this proceeding must contain an internally consistent and usable form of referencing. While most documents that are offered as exhibits have pre-numbered pages, some offered exhibits (especially those exhibits consisting of excerpts from more than one document or consisting of a compilation of notes) have pages that are not numbered or are not consistently numbered.

Documents of three pages or more without a preexisting referencing system must be marked with consecutive page numbers before the document is offered as an exhibit or before it is otherwise distributed for use in the hearing. Where it is necessary to supply page numbers for an exhibit, the proponent of the exhibit should add the numbers in some way that differentiates the additions from the preexisting text and should identify the method of addition on the record upon presentation for marking.

Documents without an acceptable referencing system will not be marked for identification and may not be used at the hearing. One day prior to the hearings, each party that offers exhibits shall submit a listing for those proposed exhibits that presents (1) an exhibit number and (2) a description of the exhibit.

B. Copies

The proponent of an exhibit must offer the Department the appropriate number of bench copies of the proposed exhibit (standard three-hole punch). Nonconforming documents will not be marked. Where material exceeding 25 pages is offered for marking and such material is already in the possession of all parties (e.g., information request responses), the proponent may, no later than 9:00 a.m. on the day the material is to be offered for marking, inform all parties and the Hearing Officer of the intended use of such material. Nonetheless, the proponent of any such document must provide the Hearing Officer with a punched copy for marking.

If only a part of a document is offered for marking and another party wishes to use the omitted part(s) in questioning or on brief, then that party must enter the missing part(s) into the record. Before the close of hearings, each party that offers exhibits shall submit a listing for those exhibits that presents (1) the exhibit number and (2) a description of the exhibit.

C. Late Filed Exhibits

Exhibits offered after the close of the hearings, if objected to by any party, labor under a heavy burden of untimeliness, for they would not be subject to cross-examination or rebuttal. Late filed exhibits must be accompanied by a motion to reopen the record and supported by appropriate affidavits. Only for good cause shown, in the face of an objection, will such exhibits be marked and admitted into evidence.

8. Facsimile Communications Between the Parties

Where information requests are sent to a party by means of fax (see ground rule number 5), the fax must be accompanied by telephone notification of the transmission. Failure to make prompt telephone notification may affect the timing of the response to the information request.

9. Hearing Arrangements

Evidentiary hearings will be conducted at the offices of the Department at One South Station, Boston, Massachusetts, unless otherwise indicated. These hearings will begin each day at 10:00 a.m., according to the established schedule. Adjustments to the stated hearing arrangements may be made at the discretion of the Hearing Officer.

These ground rules are deemed consistent with the orderly conduct of this proceeding. Exceptions to any ground rule may be made by the Hearing Officer for good cause shown.

Date: January 11, 2002

Jesse S. Reyes, Hearing Officer